

SECRET

22 September 1967

I. Understand Existing System

1. examine Agency communications flow
2. examine non-Agency flow into Agency system
3. examine content and use of traffic in Agency
4. relate use and flow of traffic to organizations and requirements
5. examine existing distribution, handling and processing systems - number of points - volume - resources required

II. Review Future Requirements, Plans and Systems Proposals

1. ascertain future production and operational requirements
2. determine processing "systems" (e.g., COINS, SIPS, etc) plans
3. determine what communications facilities and resources will be needed
4. determine where new facilities will be required
5. determine future distribution and handling processes

III. Relate Existing System to Plans

Prepare a plan for the future which presents objectives, system requirements and resource requirements.

SECRET

16 OCT 1967

Executive Director-Comptroller

7D59

HQ

We have prepared in final form your memorandum to the Deputy Directors regarding the Study of the Agency's Communications Requirements.

Recommend four signatures.

SIGNED R. L. Bannerman

R. L. Bannerman

Deputy Director for Support

7D18

HQ



SPA/DD/S:HM:sm (13 Oct 67)

Distribution:

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TRANSMITTAL SLIP		DATE. 16 OCT 1967
TO: Executive Director-Comptroller		
ROOM NO. 7D59	BUILDING HQ	
REMARKS:		
<p>We have prepared in final form your memorandum to the Deputy Directors regarding the Study of the Agency's Communications Requirements.</p> <p>Recommend four signatures.</p> <p style="text-align: right;">STAT</p> <div style="border: 1px solid black; width: 200px; height: 30px; margin: 10px auto;"></div> <p style="text-align: center;">R. L. Bannerman</p>		
FROM: Deputy Director for Support		STAT
ROOM NO. 7D18	BUILDING HQ	EXTENSION <div style="border: 1px solid black; width: 50px; height: 15px;"></div>

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